

# Northwest Digital Heritage (NWDH)

## Content Policy and Readiness Checklist

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The Northwest Digital Heritage (NWDH) program is collaboratively managed by the Washington State Library, State Library of Oregon, and Oregon Heritage Commission to host and/or aggregate digital collection metadata from Pacific Northwest institutions. This metadata is re-published in the Digital Public Library of America (DPLA), a nationwide digital collections search portal. To this end, NWDH maintains a harvesting and aggregation system, a custom search portal for Northwest content, and digital collections hosting platforms (for eligible contributors).

### Institutional Eligibility

Prospective contributors may include Oregon and Washington libraries, museums, historical societies, local governments, non-profit organizations, tribes, and other organizations with a cultural heritage mission and focus.

Contributors should provide records from publicly accessible digital library/archive/museum systems (aka DAMS/repositories). Partners using OAI-PMH ([Open Archives Initiative Protocol for Metadata Harvesting](#)) compliant systems are preferred. However, NWDH will also work with organizations using local systems and databases (e.g., PastPerfect, Recollect, MS Access, Filemaker Pro) and/or those able to provide structured metadata in alternate formats (e.g., csv, tab-delimited, JSON, etc.). Platforms such as social media pages (e.g. Facebook), commercial image systems (e.g., Flickr), or html websites are ineligible for inclusion in NWDH.

In some cases, organizations may be eligible for digital collections hosting in addition to metadata harvesting. In Washington State, libraries and their institutional partners may be eligible to receive Washington Digital Heritage grants and have their collections hosted on the [Washington Rural Heritage site](#) (CONTENTdm). In Oregon, small institutions may have their collections hosted on the [State Library of Oregon's Omeka site](#) (branded as a part of Northwest Digital Heritage).

If your organization would like to utilize either of these hosting platforms, it should be committed to:

- 1) Adopting digitization standards and workflows set by the managing institution;
- 2) Adopting the managing institution's website branding and content editorial control;
- 3) Committing staff or volunteer time to working directly with the appropriate NWDH representative in Oregon or Washington.

# Content

## Selecting and Preparing Content

Contributors may elect to share their entire digital repositories for harvest, or selected collections/sets. NWDH staff will work with contributors to make those decisions and will provide initial consultation to identify metadata issues and remediation opportunities, and to adjust metadata mapping within repositories. This support will continue as subsequent or additional sets are identified for harvest. While NWDH staff will provide periodic feedback on metadata issues, metadata quality control is ultimately up to individual partners. Additionally, partners are responsible for:

- 1) Maintaining local metadata practices which harmonize with NWDH data requirements, and
- 2) Notifying NWDH staff about changes in metadata platforms (i.e., repositories), changes in mapping within systems, and changes in access to materials.

Only object-level metadata can be harvested or displayed in the DPLA. Page or part-level metadata will not be harvested. For example, a metadata record for an entire scrapbook can be harvested and displayed; metadata for an individual page or part of that scrapbook cannot. Note: for collections hosted in systems emulating archival arrangement and description, NWDH *can* harvest records at varying levels of description, with the emphasis being on item-level description.

For a full set list of metadata elements harvested by NWDH, as well as their requirements, please see the Northwest Digital Heritage Metadata Requirements document at:

<https://northwestdigitalheritage.org/s/nwdh/page/metadata>

## Eligible Content

NWDH accepts a variety of content, provided it is publicly accessible and resolves to complete items (i.e., a record for a book should ideally include all pages).

Document categories include:

- Visual materials: Photographs (prints/slides/negatives); Postcards; Drawings; Paintings; Maps; Artworks.
- Manuscripts: Handwritten documents; journals; letters; diaries; ledgers.
- Printed documents: Books; articles; newspaper clippings; broadsides; local histories; pamphlets; leaflets; newsletters; miscellaneous publications, etc.
- Physical objects: Graphical depictions of three-dimensional objects; Sculpture; Tools; Cultural objects; etc.
- Audio and video: Digitized or born-digital audio recordings such as speeches, interviews, oral histories; reformatted historical film footage; etc.
- Secondary sources: Online encyclopedia articles; authoritative history blog posts generated by a cultural heritage organization; lesson plans and primary source sets; digital exhibits.
- Institutional repository content: student theses and dissertations; open access preprints; meeting minutes, etc.

- Archival finding aids. Note: this is the only metadata-only (i.e., not digitized or born-digital resource) record the hub accepts for harvest.

## Ineligible Content

The following types of objects are **not** suitable for NWDH:

- Metadata-only records (e.g., catalog records or digital collection records which do not include a full resource or digital object). This includes records for items that are restricted from view for the general public (e.g., available only on campus).
- Issue-level newspapers created for national-scale newspaper programs such as NDNP. However, title-level records for digital newspapers are acceptable. Note: this policy is subject to change, contingent on DPLA's ability to index full-text digital newspapers.
- Page-level items or individual components of a compound object, such as single book pages or book covers without remaining text;

## Watermarks

NWDH will include records pointing to digital objects with watermarks if no “clean” versions of the same content are available; however, the use of watermarks or other visible markings is discouraged. Images with watermarks or other branding will be excluded from any featured collections and other promotional content.

## Duplicates

Partner institutions should make their best efforts to minimize duplicate records or copies of digital content to be included in NWDH.

## Copyright and Licensing

All metadata records harvested by NWDH will be made available under a [Creative Commons Zero Public Domain Dedication](#). The license does *not* apply to the digital objects or original resources described by those records (i.e., the photo, document, etc. itself). Rather, this means that the contributor-supplied record/metadata will be made freely available to the public. End-users are free to use, modify, collect, or share partner institutions' metadata records for any purpose (typically research), with or without attribution.

If a partner institution is unable or unwilling to release its metadata records into the public domain, those records should be excluded from collections harvested by NWDH. Partners are also free to specify which individual metadata fields from their collections can be contributed to DPLA. Provided each metadata record meets minimum NWDH and DPLA requirements, inclusion in DPLA will be possible even if full metadata is not present.

Objects included in NWDH must be available for use online without authentication, firewall, paywall, or any other restriction. Each partner institution is solely responsible for determining copyright status for its own digital collections and objects.

## Rights Statements

All records included in NWDH must include a discrete and standardized rights statement sourced from Creative Commons or RightsStatements.org. Ideally, copyright labels should be provided as URIs (e.g., "<http://rightsstatements.org/vocab/NoC-US/1.0/>").

Contributors assume all liability for researching, evaluating, and documenting the copyright status of works in their digital collections, and for accurately communicating that status to the general public.

NWDH staff will work with contributing institutions to apply rights statements to their digital collections and/or work out collection or set level default values to use when these statements are absent (e.g., the URI for "Copyright Not Evaluated" or "Copyright Undetermined").

## Copyright Challenges

In the uncommon event that someone comes forward with a copyright claim for a work of undetermined or "orphaned" copyright status, NWDH will work with DPLA to remove the record from the DPLA system upon request from the contributing institution. More importantly, the Content Partner is responsible for acting in accordance with their local policies for copyright challenges.

## Removal Policy

A partner institution's digital collections may be removed from NWDH and/or excluded from harvesting and aggregation for any of the following reasons:

- Contributor requests immediate removal from the DPLA due to copyright challenges, public or personal safety, inappropriate content, etc.;
- Contributor's digital collections are not consistently available, are unstable, or do not contain full digital objects;
- Contributor's digital objects or collections are in any way embargoed, password protected, or otherwise made non-public by technical means;
- Contributor's digital objects are in demonstrated violation of copyright or other IP law;
- Contributor's digital collections and their contents are paywalled or no longer available free of charge;

In all cases, NWDH staff will notify contributors before removing records from the DPLA aggregation.

# Readiness Checklist

Use the following checklist to assess your institution's readiness for participation:

- ☐ Your institution hosts, or would like to have hosted, digital collections available through a publicly-accessible database, content management system, digital asset management system, or other digital library system. Your institution would like item-level record metadata included in the DPLA.
- ☐ Your institution is ready to sign a NWDH Participation Agreement, agreeing to contribute your metadata (records only) under a [Creative Commons Zero license](#) as well as thumbnail images to the DPLA.
- ☐ Your digital collection metadata describes individual resources (i.e., documents, photographs, etc.) and these resources (aka digital objects) are not restricted or embargoed.
- ☐ Your system stores, or provides access to, preview/thumbnail versions of each digital object.
- ☐ The records you want to share comply with the NWDH Content Policy, which is informed by the DPLA's current Collection Guidelines: <https://pro.dp.la/hubs/collection-development-guidelines>
- ☐ Your selection process and metadata creation and remediation activities are informed by the [DPLA's Membership IDEAS statement](#) (Inclusion, Diversity, Equity, Access, and Social Justice) and [Statement on Potentially Harmful Content](#).
- ☐ Your organization has one or two staff members or volunteers who can work directly with NWDH staff to create a metadata harvesting plan, participate in metadata remediation/cleanup activities, and serve as a primary point of contact for all hub-related communications.